Minneapolis VAHCS Privacy Policy Highlights for Residents, Medical Students and Affiliates

> **Must read & sign prior to having access to sensitive data or VA systems.**
> **Please include with your application**

- Shred-it-policy— 100% shred of all paper.
- Computer access—Access **only** the charts that you can justify as part of your official VA duty.
- Computers—**Always** lock or log off and remove your PIV card when you walk away.
- User Codes/Passwords—**Never** share your password. **Never** let anyone use or gain access to your account.
- Vigilance—Take the time to question the presence of anyone not wearing VA PIV Identification Badge in a secure area.
- ID—**Always** wear your VA PIV Identification Badge while on duty.
- Patient Identifiable Information/Patient Health Information (PII/PHI) – **Always** protect data on any media.
- Lock Doors—Keep your area secured especially during non-business hours. Lock doors behind you when you exit.
- **Never** place patient labels into any type of log book. Use of last name initial and last four of SSN is the maximum identification data allowable.

If you have any questions please contact:
- Privacy Officer/FOIA Officer : Kenneth Parsley x 2365
- Alternate Privacy Officer : Sandra Sampair   x 3373

I have read, understand, and will adhere to the policies listed above.

Signature _____ Date_____
Printed Name_____